

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 28, 2013**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:46 PM at the Lincoln Public Library.

PRESENT:

Chairwoman Karen Quinn, Treasurer Diane Walsh, Trustees Denise Blais, Wil Postle & Merle Krueger were present. Also in attendance was Becky Boragine, Library Director.

ABSENT:

None

APPROVAL OF MINUTES:

The Minutes of the April 29, 2013 meeting were accepted. A motion to accept the minutes was made by Trustee Postle and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended a Directors meeting at the town. She also attended Construction meetings for the library addition and attended the OSL Membership meeting. During

April zero computer classes were held, zero storytimes, two children's program were held, three teen programs and two adult programs took place. Ms. Boragine indicated that items added to the collection in April 1,269 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 12,695 items. A total of 41 new patrons were given library cards. Loaned 2,911 items out to other libraries and borrowed 1,848 items. The in-house computer usage was 1,440. The Library web pages were accessed 178,617 times. The online database usage was 1,451. Overdrive usage was 824 and includes 154 Audio, 0 Video, 1 Music, 669 E-Books and all other E-Books usage was 32.

A motion to accept the Director's report was made by Trustee Blais and seconded by Trustee Postle. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- Fines: \$0.00**
- Champlin Account: \$34,182.77**
- Trustees Account: \$37,034.27**
- Checking Account: \$347.74**
- Certificate of Deposit:**
- Catie Kurowski Fund: \$4,317.23**

Treasurer Walsh informed the Board that the Catie Kurowski Fund CD is up for renewal, the Board agreed to roll over the 6 month CD. Ms. Boragine requested a transfer for \$8,511.38 from the Champlin account to the Trustee account that will close out the funds received for 2009, and that would leave the \$20,000 for flooring from another open Champlin grant.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Krueger. Motion seconded by Trustee Blais. The motion was approved unanimously.

UNFINISHED BUSINESS:

Ms. Boragine provided an update on the construction project. She reported that the construction project was going well. The outside façade is being worked on, the water suppression systems separate water lines are being installed, the circulation area is partially completed with some minor repairs, fixes to be done (caulking and the wrong drawer sizes came in). The Town wants to see more of the work completed before making additional payments to the contractor.

Ms. Boragine informed the Board that the Friends of the Library are paying for furniture, stacks in the children's room, computer tables and chairs and the circulation desk chairs. Some existing stacks and tables are being repurposed and used in the circulation work room.

The new lighting being installed will be handled through the municipal budget at a cost of about \$54,000. Treasurer Walsh asked about the donation tree, Ms. Boragine informed the Board that ChemArt in Lincoln donated the tree with leaves to be engraved. It is displayed prominently near the circulation desk area. Trustee Krueger asked when the main entrance would be closing and the new entrance opened. Ms. Boragine is waiting for a new timeline from the Contractor and is hopeful that the new entrance will be open soon. Trustee Blais asked if once the façade was finished; if that would trigger the new entrance to be open. Ms. Boragine explained that she won't be issued an occupancy certificate for the new sections until rugs are removed from the huge light fixture near the old circulation desk and additional work is done on the fire suppression system.

Trustee Krueger asked Ms. Boragine if she could provide the Board with a breakdown of the new Champlin grant request that was submitted at the end of April. Ms. Boragine requested \$139,000 for six items: additional rugs to be replaced, removing the lighting fixture over the existing circulation desk, a new reference desk, end caps for the stacks, security camera upgrades, and filing cabinets. Chairwoman Quinn asked if Ms. Boragine had an anticipated opening date. Ms. Boragine indicated that September 1st seems like a potential timeframe given that stacks are being set up and she is still waiting for the canopies for the children's area before reloading those shelves, along with the remaining construction work to be completed. She informed the Board that the large print book area will be more

user-friendly, and that there will be more room. The reference desk area will be moved, but the computer area will remain where it is. The glass wall that separates the foyer and entrance to the library will be removed and a seating area will be set up there. The potential exists that the Library might have to be closed to allow for some of the remaining work to be completed.

Trustee Postle informed the Board that the fundraiser collection box that is located at the circulation desk has raised \$320.95. Treasurer Walsh explained her fundraising idea to the Board. It was a way for children to become involved, and they could draw a picture that would be displayed in a binder and in order for the children to have a picture included in this binder the library could charge a nominal fee of a \$1.00. She noted that it could fit nicely in with the summer programs at the library. Ms. Boragine had a concern about how long do you keep the binder of pictures for, and it might make more sense to digitize the pictures. It was suggested possibly putting them on the library's webpage or having them run in a picture frame that continuously displays pictures. Registration for summer programs begin June 17th and Ms. Boragine will discuss this idea with her staff.

NEW BUSINESS:

Ms. Boragine informed the Board that she is requesting approval for

the summer schedule for the Library, closing on Saturdays July through Labor Day. A motion was made by Treasurer Walsh and seconded by Chairwoman Quinn that the library could close on Saturdays July through Labor Day.

Ms. Boragine informed the Board that the Children's Librarian position is vacant. She is reviewing applications from the prior candidate's applications and feels confident that the position can be filled quickly. She has been working on coverage for the children's programs for the summer with her staff.

Fundraisers do need to be discussed. The Teddy Bear Auction is currently being worked on by staff members. Letters have been sent out to past participants, the suggestion this year is to design a bear or create a gift basket for the auction. Although this fundraiser is not until November, planning needs to be done for it. Chairwoman Quinn asked where Ms. Boragine planned on holding the auction because she felt that it needs to be in a public area for viewing and not confined to the meeting room. Ms. Boragine was open to ideas on where it should be held. The Board will provide ideas as it gets closer to the November auction date.

The Library Board meeting time has been changed from 5:30 to 5:45 pm.

The monthly newsletters and calendars have been sent out and

distributed to patrons and can be found online at the library website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Postle and seconded by Chairwoman Quinn to adjourn the meeting at 6:29 PM. The motion was approved unanimously.

Respectfully submitted,

Joan Dion

Board Secretary